

2017-01-26 Meeting notes

- Date:  26 Jan 2017

Attendees

- [Peter Plofchan](#)
- Katie Baynes, Tracy Zeiler, Justin Rice, Steve Berrick, Chris Lynnes, Kristine Rodriguez, Evelyn Nakamura, Lou Swentek

Goals

- Review progress on the current PI
- Plan the next PI

Discussion Items

Time	Item	Who	Notes
5min	Opening	Peter	
10min	PI Objective Review	Dana	
5min	Risk review	Lou	
5min	Update on Specification Workshops	All	
	Reporting on Featured teams		<ul style="list-style-type: none">• what is the best way to keep the sponsors in touch with the Feature team progress?
	Updates to the Roadmap	All	
	WSJF Update	All	<ul style="list-style-type: none">• time line for when the next round needs to be done• tracking in JIRA
	Kayako replacement		Are we staying with Kayako or do we need to look at a CRM tool?
	February 9th meeting		

Action items

- ☐ [Peter Plofchan](#), procure new Kayako license
- ☐ [Dana Shum](#), build out the new EPR project for the PI5 prioritization mapping

Notes

- Updated the team on the outcome of the ECC Specification Workshop
- Agreed to try the WSJF in the new EPR JIRA project for the PI5 prioritization work
- Agreed the we would move back to Kayako and procure the new download version of the software. The CRM capabilities are not deemed critical at this time